

**PALOS PARK PUBLIC LIBRARY
BOARD OF TRUSTEES MINUTES
Wednesday, June 19, 2019**

A quorum was met for the June 19, 2019 meeting of the Palos Park Library Board. Present: Kathy Finan, Kathy Branigan, Michael T. Tannura (6:05 pm.) and Dave Trzcinski. Absent: Steve Desmond and Mary Lou Bareither. Also present: Kathryn Sofianos, Library Director.

Call to Order

Dave Trzcinski called the meeting to order at 5:20 pm.

Public Comments

There were no public comments.

Approve the Minutes of the Regular Board meeting of April 17, 2019

Kathy Branigan made a motion to approve the Secretary's Minutes of the April 17, 2019 Board Meeting. Kathy Finan seconded. Motion carried unanimously.

Approve the Minutes of the Executive Session of April 17, 2019

Michael Tannura made a motion to approve the Secretary's Minutes of the April 17, 2019 Board Meeting. Kathy Finan seconded. Motion carried unanimously.

Approve the Minutes of the Special Board Meeting of May 3, 2019

Kathy Branigan made a motion to approve the Secretary's Minutes of the May 3, 2019 Board Meeting held off site at Sheri Law Art Glass Studio. Kathy Finan seconded. Motion carried unanimously.

Correspondence

A card was received from Bonnie Treizenberg thanking the Board of Trustees for the generous raise. She went on to thank the Library Director, Kathryn Sofianos, and the Board for their leadership and support.

A letter was received from John Mahoney, Mayor of Palos Park, confirming the new terms of service for Michael T. Tannura and Kathy Branigan as Library Board Trustees. Their term will end June of 2023.

Library Director's Report

Staff visited local schools to talk about the Summer Reading Program. As of June 19th, 100 adults have joined, and 280 children have registered in the youth program. The Library had an arts and crafts booth at the Palos Park Arts Festival, also promoting the Summer Reading Program. Staff members Belinda and Bonnie held story times at Little Red Schoolhouse. Special thanks to Belinda Bylina and her husband for preparing the planter boxes for the library grounds.

Members of the Board of Trustees with the Library Director visited the Sheri Law Art Glass Studio to discuss the donor wall design and production process. All were very impressed with design and quality.

FY 18/19 included three major capital improvements: sealcoated and restriped parking lot, a new ADA ramp and railing with a new concrete pad, and security cameras. Health insurance increased in January. Kathryn advises there be a freeze on further capital improvements and concentrate on revenue building through fundraising and grants.

The Library's annual audit that will begin June 26th will be completed by September and given to the Library Board Treasurer for review. The audit will be presented to the Board at the October meeting.

Kathryn is currently in talks with ATT and ICN to switch the library's T1 Internet line from copper to fiber optic due to copper's unreliability and lack of maintenance in the near future.

Review of Monthly Financial Reports

The Board reviewed and discussed the payment of bills for April 18 through May 15, 2019 in the amount of \$57,608.16. Kathy Branigan made a motion to approve the payment of bills for April 18 through May 15, 2019 in the amount of \$57,608.16. Kathy Finan seconded. Vote was taken by roll call and motion carried unanimously.

The Board reviewed and discussed the monthly statement for April 2019. Kathy Branigan made a motion to approve the monthly statement for April 2019. Michael Tannura seconded. Vote was taken by roll call and motion carried unanimously.

The Board reviewed and discussed payment to Utica Insurance Company for Property, Liability, Unemployment, and Directors and Officers Insurance in the amount of \$7,958.00 for Policy Term 6/1/2019 - 6/1/2020. Kathy Branigan made a motion to approve the payment to Utica Insurance Company for \$7,958.00. Michael T. Tannura seconded. Vote was taken by roll call and motion carried unanimously.

The Board reviewed and discussed the payment of bills for May 16 through June 19, 2019 in the amount of \$37,744.18. Kathy Branigan made a motion to approve the payment of bills for May 16 through June 19, 2019 in the amount of \$37,744.18. Michael T, Tannura seconded. Vote was taken by roll call and motion carried unanimously.

The Board reviewed and discussed the monthly statement for May 2019. Kathy Branigan made a motion to approve the monthly statement for May 2019. Kathy Finan seconded. Vote was taken by roll call and motion carried unanimously.

Approve Non-Resident Card Fee Ordinance

A motion was made by Kathy Branigan to approve the non-resident card fee for FY19/20, using the General Mathematical Formula, for a total of \$233.00 per card. Motion was seconded by Michael T. Tannura. Vote was taken by roll call and motion carried unanimously.

Approve IPLAR Illinois Public Library Annual Report for Fiscal Year 2018-2019

A motion was made by Kathy Branigan to approve the IPLAR Illinois Annual Report for Fiscal Year 2018-2019 pending review by Board Treasurer, Steve Desmond. Kathy Finan seconded. Motion carried unanimously.

Approve Library Closures

A motion was made by Kathy Branigan to approve Library Closures for: Thursday, June 20, 2019 at 5:00 pm. For "Concert In The Park", Wednesday, July 3, 2019 at 3:00 pm. For "Independence Day Holiday", and Saturday, September 21, 2019 all day for "Autumn In The Park". Michael T. Tannura seconded. Motion carried unanimously.

Unfinished Business

a. Join the Fund for Illinois Libraries

A motion was made by Kathy Branigan to approve the Library joining the Fund for Illinois Libraries. Motion was seconded by Kathy Finan. Motion carried unanimously.

b. Donor Tree and Visit to Sheri Law Art Glass Studio

The members of the Board who visited the Art Studio spoke very enthusiastically about the plans for the Donor Tree. A motion was made by Kathy Branigan to approve the purchase of the Donor Tree from Sheri Law Art Glass Studio for \$8,780.00. Motion was seconded by Michael T. Tannura. Vote was taken by roll call and passed unanimously. Trustees requested that a special meeting of the Board be held within the next few weeks in order for the Board Treasurer to determine the budget line for the expense. Director Sofianos will contact Trustees with a date and time and post a Special Meeting Agenda.

New Business

There was no new business.

Executive Session

There was no executive session.

Adjournment

Kathy Branigan made a motion to adjourn the meeting at 7:09 pm. Kathy Finan seconded. Motion carried unanimously.

Respectfully submitted by Kathy Branigan.

Future dates:

July 17, 2019

August 21, 2019

September 18, 2019